MOVING TO ECF VERSION 3.1

Effective October 16, 2006, the court will be moving to Version 3.1 of the ECF software. This is the newest version of the software being offered to the Bankruptcy Courts from the Administrative Office.

> **NOTE:** Version 3.1 is designed to work with Netscape 7.2 and Internet Explorer 6, therefore, the new version may not function correctly with earlier versions of these browsers.
>
> Default settings for Netscape 7.2 suppress popup windows. For ECF to function properly popup windows are required. Please adjust your settings to allow popup windows from the ECF site.
>
> **NOTE:** The claims upload feature will not be used by our court at this time

Below you will find a brief outline of the changes in ECF Version 3.1. CM/ECF Version 3.1 is designed primarily to transmit additional data about bankruptcy cases and adversary proceedings to the Administrative Office's Statistics Division.

> **NOTE:** The CM/ECF system will be inaccessible Saturday, October 14, 2006 and Sunday, October 15, 2006 for version 3.1 system upgrade. The live date for version 3.1 will be October 16, 2006.

If you have any difficulty using the system, please contact our help desk at the following numbers or email us at **cmecfhelpdesk@mieb.uscourts.gov**:

> Detroit   (313) 319-6188
> Bay City (313) 618-3059

Bankruptcy Case Opening

- "*Nature of Business*" label has been added above the list of business types.

- New business type, *Other*, has been added.

- Checkboxes for Types of Business have been replaced by radio buttons.

- "*Tax-Exempt Entity*" checkbox replaces "Nonprofit Organization" checkbox and can be selected in conjunction with any type of business.

- Defaults for nature of debt, estimated creditors, estimated assets and estimated debts are now *blank* and values *must* either be selected or left blank.

- New field has been added to indicate whether there has been a prior *filing within the last 8 years*.

- The asset field now defaults to <u>yes</u> for Chapter 11, 12 and 13 cases.

- Chapters 9 and 15 default to a <u>blank</u> asset field.

- Chapter 7 cases default to <u>no</u> in the asset field.

- New checkboxes for Chapter 11 cases to indicate if a plan is being filed with the petition and if acceptances of the plan were solicited pre-petition.

- Case opening screen for a Chapter 15 filing must indicate whether the case is a main or non-main proceeding.

- Case Opening will include recording data on assets, liabilities, income and expenses, from the Summary of Schedules (Form 6) and the Statistical Summary of Certain Liabilities and Related Data (28 USC §159).

- The values for estimated assets and estimated debts have changed. Previously there were 8 categories, now there are 5 categories ranging from $0 to greater than $100million.

Adversary Case Opening

- The new field for **State Law** is for entry of an existing substantive issue of state law; choose yes or no.

- New item, Role In Bankruptcy Case, now appears on the screen for defendant/plaintiff party information to designate parties role in the lead Bankruptcy Case.

- Nature of Suit codes have changed to a new two digit code replacing the traditional codes. Some categories are broken out in more specific detail. The new codes appear on the revised B104 Adversary Cover Sheet.

- 3rd, 4th and 5th natures of suit have been added; "Secondary nature of suit" label changed to "Second nature of suit".

Case Upload

• This new feature on the Bankruptcy Events menu allows a filer to open a bankruptcy case and file appropriate documents by providing data, PDF and text files. Various vendors can provide you with tools to create these components. More information can be obtained from the PACER Service Center at http://pacer.psc.uscourts.gov/cmecf/developer/case_upload.html.

• Attorneys must upgrade their petition preparation software at the same time the court upgrades to Version 3.1. An attempt to open a case using a pre-Release 3.1 version of their petition preparation software will result in a CM/ECF error message that the case upload is rejected due to using an older version. Likewise, an attempt to upgrade the petition preparation software to be compatible with CM/ECF Release 3.1 before the court has upgraded to Release 3.1 will result in an error message as well.

  The format of the statistics record has been changed to include new fields required by BAPCPA. Details can be obtained from the PACER Service Center at http://pacer.psc.uscourts.gov/cmecf/developer/case_upload.html.

Query

• When querying for a case and multiple cases match the query criteria, the date closed for each case is now displayed in addition to the date filed.

Creditor Processing

• Creditor Maintenance/Upload a Creditor Matrix File: Additional checks are now being made to prevent bad data from being uploaded in the Creditor Matrix. Each line must begin with a letter, digit, or one of the following characters: # % & @.

Notice of Electronic Filing (NEF)

• Previously, any recipient of an NEF was allowed one "free look" of the referenced documents and incurred no PACER charges. Now, only participants in the case (parties and attorneys) are given the "free look" while others will be billed.

• The NEF is now sent even when the production of notices is interrupted. Although the NEF's to be emailed are produced before notices, you do not see the display NEF until after the notice production.

• Interested parties receiving email are now listed on the NEF (and in the "Mailing Information for a Case" utility) only if they are regular parties in the case

Reports

- A warning is now displayed for Case Reports, Claims Activity Reports and Docket Activity Reports stating they are not subject to the 30-page cap on PACER charges (the exception to the cap already existed but was not apparent).

- Case Reports now show the old chapter for converted cases.

- A link to the receipt for a claim amendment now appears on the Claims Register even if no document was filed.

- The Adversary Proceeding Docket Report now shows the chapter of the related bankruptcy case.

- Case Reports and Claims Registers for cases that have been converted or dismissed now display the appropriate labeled date along with the case number at the top of the screen.

Utilities

- Mailings/Mailing Info for a Case: all attorney email recipients are now listed.

- Court Information: A new utility that provides general court information such as the maximum size of PDF files and the court's phone number. A link for this utility also appears on the CM/ECF welcome page.